

Educational Setting	William Law C E Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Tracey Cunningham 19 th May 2020
Review Date	5th June 2020

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Social Distancing in school		<ul style="list-style-type: none"> Schools should review the total space available for teaching activities beyond classrooms. Classrooms should accommodate 15 pupils and 1 teacher, allowing 4m² per person this would equate to a room size of 64m². Ensure that fire exit routes are not compromised. Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved. Secure any rooms / facilities not required and / or not in use - clean and "mothball" any areas identified as not being needed for extended periods of time. This will reduce potential contamination. 	<p>All classrooms in year 6 and year 5 set out to accommodate 9 children with social distancing.</p> <p>Spare Furniture is being moved into the hall</p> <p>Year 1 and reception classes set out to take 15 children, not sitting on the carpet.</p> <p>Year Rec and Year 2 classes used for Reception</p> <p>Year 1 and Year 3 classes used for year 3</p>			

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			<p>Year 5 and year 6 classes used for year 6</p> <p>Year 4 classes used for key workers and vulnerable not in those classes</p>			
Cleaning		<ul style="list-style-type: none"> • The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. • More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of 	<ul style="list-style-type: none"> • If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. • We need to ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. • Play equipment in EYFS will be used in 3 zones and we will ensure pupils 			

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>each break, including chairs, door handles, vending machines and payment devices,</p> <ul style="list-style-type: none"> ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<p>wash their hands afterwards.</p> <ul style="list-style-type: none"> ● Office staff to clean down phone, keyboard and copiers, printers, shredders before they leave ● Only one person in reprographics room and she will clean the copier daily. ● Doorhandles and taps sanitised 3 times a day which we are doing now. 			
Lunchtime Catering facilities		<ul style="list-style-type: none"> ● Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen ● Suitable signage and floor markings are in place informing catering staff of the 3 work zones, one-way system and social distancing ● PPE blue gloves to be worn always where possible ● All light inventory to be wash in the dishwasher to insure sterilisation 	<ul style="list-style-type: none"> ● All pupils can have a take-away bag e.g. burger in bun and pot of beans or bring in packed lunch. ● Lunch to be delivered to bubbles ● Staff offered free lunch or they can bring packed lunch ● Children to eat in bubble room 			

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> Frequency increased sanitising of all handles (rational, dishwasher, fridge, freezer, windows ,mixer, steamer, draws, microwave, kettle, Cloakroom cleaned 3 times a day Catering personal only to enter the school kitchen between the hours of 7.30am-4pm 	<ul style="list-style-type: none"> Children to be given cutlery wrapped in napkins 2 tables put in the hall for 2 extra workstations Condiments in take-away sachets 			
Fire Safety		<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<ul style="list-style-type: none"> Fire drill will be practised after 2 weeks back Alarms still having statutory testing 			
Access/Egress of school building		<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). 	<ul style="list-style-type: none"> One way system through school School arrival year groups at different gates over a 30 min arrival Markings at gates to ensure parents 2m distancing 			

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Wipes and sanitiser available at both sides of doors. • Increased cleaning of handles and touch plates. • Allocated drop off and collection times 	<ul style="list-style-type: none"> • Priority must be given to disabled users and those identified as having health related issues. • Provide relevant guidance to parents on drop off and pick up arrangements. 2M away from gate • Barrier to be opened for drop off at roundabout (adults not to get out of cars) 			
First Aid		<ul style="list-style-type: none"> • Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. • Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. 	<ul style="list-style-type: none"> • The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus: <ul style="list-style-type: none"> ○ First Aid at Work ○ Emergency First Aid at Work ○ Paediatric First Aid 			

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<ul style="list-style-type: none"> Emergency Paediatric First Aid First Aid policy to have an appendix Children will have first aid. Some could be asked to wipe their own knee for a graze. 			
Waste		<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 			
Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	<ul style="list-style-type: none"> Each bubble to have their own area to play outside 			
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must not attend school as per the Government guidelines Staff/pupils that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	<ul style="list-style-type: none"> Staff working from home if they have had a letter Risk assessment for staff who are in but vulnerable 			

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Contractors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	<ul style="list-style-type: none"> This will be actioned from now Maintenance is carried out at weekends where possible e.g. plumber 			
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. 			
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. 	<ul style="list-style-type: none"> Hand sanitiser as they come in, lunchtimes and before they go home. Hand washing every hour. 			

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact your competent Health & Safety Adviser. 	<ul style="list-style-type: none"> We will be reporting any caes of Covid 19 to the appropriate authorities 			
Administrative Staff		<ul style="list-style-type: none"> Staff shift rota to be in place so as to keep social distances and allow school office to function. 	<ul style="list-style-type: none"> Screens ordered for office staff One office staff to be moved to another room 			
Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. 	<ul style="list-style-type: none"> Kitchen staff want to use masks but concerns about believing that is safe so followed advice no masks for staff or children 3 sets of PPE for staff if dealing with a child with suspected Covid 19. 			

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	<ul style="list-style-type: none"> PPE equipment to be ordered for cleaning staff doing a deep clean? Cleaners can social distance, one person at a time in caretakers store 			
Behaviour		<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	<ul style="list-style-type: none"> Zoom meetings to the 9 classes which can come back to talk to parents Staff informed of changes at zoom staff meetings Pupils told on first day about new rules and expectations 			
School Staffroom		<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	Only 4 in the staffroom, 1 in prayer courtyard, 2 in middle school courtyard, chairs outside the front of school for staff to eat lunch.			

Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

Model Risk Assessment